

ARTICLE 20

ANNUAL LEAVE

These provisions are applicable to the graded and ungraded employees of the Center, except for Security Department employees covered under Article 28.

SECTION 1. Employees will continue to accrue annual leave in accordance with applicable laws and regulations.

SECTION 2. Annual leave will be granted to employees in accordance with applicable laws and regulations consistent with workload requirements. Approval of requests for annual leave for unforeseen emergency reasons will be considered as the circumstances warrant.

SECTION 3. The granting of annual leave will not be restricted to the extent that earned leave is forfeited by an employee. Employees will be permitted to schedule leave throughout the year in accordance with applicable regulations, consistent with workload, to prevent forfeiture of leave.

SECTION 4. Annual leave will be scheduled from 1 April to 31 March of the following year. However, any use-it-or-lose-it leave must be used by the end of the last pay period of the leave year. Requests for annual leave for one or more weeks duration will be submitted in writing to the supervisor by 1 March. Supervisors will complete the leave schedule no later than 1 April. Employees and designated Union representatives will be allowed to examine such schedule upon request. If a conflict arises during scheduling, the employee with the greatest seniority will be given first choice of desired time, with subsequent choices based on the same criteria. Once an employee has made his or her selection, he/she will not be permitted to change his/her selection when such change will disturb the choice of another employee. Supervisors may approve a change in selection provided another employee's choice is not disturbed. When the Employer finds it necessary to cancel previously approved leave, the reasons for such action will be provided to the affected employee (s), at least thirty (30) calendar days in advance of anticipated vacation, if practicable.

SECTION 5. When an employee requests annual leave on his/her birthday, his/her request will be given every consideration for approval provided that granting such leave does not affect the operating efficiency of the organization element involved.

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SECTION 6. In the event of a death in the Immediate family, an employee shall be granted a reasonable amount of leave.

ARTICLE 21

HOURS OF WORK

SECTION 1. The basic work week of five-(5) eight-(8) hour days will normally be scheduled Monday through Friday. A thirty (30) minute-lunch period will normally be scheduled daily between the hours of 1100 and 1300. The Employer retains the right to adjust the work week. Whenever a change in the work week currently in effect is necessary, the Employer will hold mutual discussions with the Union prior to making such change. It is agreed that employees will be at their assigned work area ready to perform his/her job at the scheduled starting time of their shift.

SECTION 2. Alternative work schedules will be in accordance with the agreed upon CBC NOTE 12620, current departmental agreements or either of their succeeding revisions. The Union and Employer agree to promote the basic objective of alternative work schedules.

SECTION 3. Rest period will be granted according to applicable rules and regulations. Such rest periods will normally be taken in the employee's assigned work area, unless authorized otherwise by the immediate supervisor.

SECTION 4. On steam plant watches where employees are on a three (3) shift basis, work schedules will be rotated so that all employees will have the opportunity to have weekends and holidays off on an equitable basis. An employee will not be required to work more than six (6) of the seven (7) days in an administrative work week except in emergency situations.

SECTION 5. In the event of a breakdown of public transportation services or disasters such as fire, floods or other Acts of God that cause hazardous traveling conditions, and excused absence is not granted to employees, the Employer will consider permitting employees to depart early with time off charged to annual leave. When one or more of the above conditions exist, and an order is not issued to permit early departure, a request by an employee for annual leave to permit early departure may be granted by his/her supervisor.

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